

## **FINANCE COMMITTEE REPORT**

July 03, 2012

A Finance Committee meeting was held Tuesday, July 03, 2012 at 5:30 p.m. in the County Administration Building, Quorum Court Meeting Room, 215 East Central, Bentonville, Arkansas.

Committee Members Present: Allen, J. Harrison, Moore, Jones, Douglas, Winscott, Curry

Others Present: County Judge Bob Clinard, Prosecuting Attorney Van Stone, JPs Shirley Sandlin and Herb Hawkins, Comptroller Richard McComas, Administrator of Public Safety Marshal Watson, Administrator of General Services Elizabeth Bowen, Accounting Manager Sarah Daniels, Human Resources Manager Barbara Ludwig, Director of Construction, Facilities, and Maintenance John Sudduth, County Grants Administrator Kati Rose, Information Systems Director Sidney Reynolds, Chief Deputy Don Townsend, Jail Captain Chris Sparks, Juvenile Probation Director Petie Cobb, JDC Assistant Director Denyse Collins

Misty Gittings – Benton County Daily Record

Chair JP Allen called the meeting to order.

### **1. Grants Administrator Report**

Grants Administrator Kati Rose reported that she is assisting the Gentry Fire Department in writing a FEMA Assistance to Firefighters Grant for a new pumper truck and 25 new sets of bunker gear. She added that the city will be providing the 5% match that is required, and that the deadline is July 7<sup>th</sup>.

### **2. Sales Tax Numbers**

Comptroller Richard McComas reported that sales tax receipts are up 1.2% for the month and 10.62% for the year. He stated that we have adjusted the revenue to show an additional \$100,000 in sales tax collections based on the first six months of 2012.

### **3. Jail Collections**

Richard McComas stated that the jail collections are \$457,216 for the year, and that the 2012 budget projection has been adjusted down from \$1.75 million to \$1 million. He stated we still need to see a little bit of an increase to reach the \$1 million, and it is beginning to look like \$900,000 may be more realistic number.

### **4. Mid-Year Revenue Analysis**

Richard McComas reported that in County General, the projected jail receipts have been reduced by \$750,000, and the reduction, along with all other adjustments, has resulted in a net decrease in projected revenue of \$424,763. He reported that based on estimates, County Road is going to receive \$56,606 over what was budgeted, and that between the General Fund and the Road Fund,

revenue is running \$368,157 below 2012 projections. Richard McComas stated that the current shortfall might be made up if property taxes come in higher than expected.

Richard McComas led a discussion on the Mid-Year Budget Recap of projections, adjustments to anticipated revenue, and the effects on the overall budget.

JP Moore asked if the additional \$500,000 for the Road Department has been added into the budget.

Richard McComas stated that the additional appropriation has not been added in, but the appropriation for the Colonel Meyers Road Bridge has not been added yet either.

JP Moore stated that the entire \$1.8 million appropriated for the Colonel Meyers Road Bridge will not be needed this year, but it has been committed.

Richard McComas stated that there is a possibility that some of the cost for the Colonel Meyers Road Bridge may be offset by another entity, and that savings would offset the additional \$500,000 for the Road Department.

Further discussion was held on funding for the Fisher Ford Bridge.

County Judge Bob Clinard stated that the bidding process for the Fisher Ford Bridge has stopped because it could affect the approval for a Federal Grant being awarded. He stated the State Historical Preservation Society is asking for alternatives to save the Fisher Ford Bridge. He stated they have not said that we have to keep the old bridge, and that the county is going to request that they re-reconsider and let us continue with the reconstruction of the bridge. He stated State Aid has been awarded for the Colonel Meyers Road Bridge, and that it will be next year before the bridge is completed.

## **5. Personnel Changes**

County Judge Bob Clinard stated that Scott Stober and the Road Department staff have done an excellent job in the reorganization of the Road Department. He added that the reorganization gives employees an incentive for promotion and gives them something to look forward to. He added not only have they done a good job reorganizing, they have done it in a way that saves money. He stated that he is asking that the court give all consideration for making these changes in order to spend less money, and also to go as far down the list as possible into his mid-year requests.

### **Road Department – 44**

- a. Delete (3) Road Superintendent's (Grade 15)**
  - Add (1) Road Superintendent (Grade 18)**
  - Add (1) Assistant Road Superintendent (Grade 14)**
- b. Add (2) Asset Control Coordinators (Grade 13)**
- c. Add (1) Foreman (Grade 9)**
- d. Delete (15) Truck Drivers**
  - Add (6) Truck Drivers I's**
  - Add (9) Truck Drivers II's**
- e. Delete (42) Heavy Equipment Operators II's**
  - Add (19) Heavy Equipment Operators I's**

- Add (17) Heavy Equipment Operator II's
- Add (4) Heavy Equipment Operator III's
- f. Delete (9) Mechanic/Welders
  - Add (4) Mechanic/Welder I's
  - Add (4) Mechanic/Welder II's
  - Add (1) Mechanic/Welder III's
- g. Delete (1) Road Department Secretary
  - Delete (1) Welder/Fabricator
  - Add (2) General Laborers

#### **County Judge – Dept. 01 - Mid year Requests**

- a. Delete (1) Programmer and add (1) Assistant Network Administrator
- b. Delete (1) Part-Time JDC Worker and add (1) Full-time JDC Worker
- c. Delete (1) Part-Time Planning Assistant and add (1) Full-time
- d. Delete (1) Computer Operations Assistant and add (1) PC Support
- e. Add (1) Public Safety Dispatcher II
- f. Add (1) Building Supervisor
- g. Delete (1) Senior Planner and add (1) Planning Division Manager
- h. Add (1) GIS Coordinator

JP Allen requested that those representing their departments come forward and explain their department requests.

#### **Juvenile Probation – Dept. 20**

- a. Delete (1) Juvenile Probation Office and add (1) Juvenile Intake Officer

Juvenile Probation Director Petie Cobb explained that Juvenile Intake Officers and Probation Officers have different job descriptions which are spelled out by state statute, and that those job duties cannot be intermingled. She stated that they have reorganized the office and that there will be more programs under the supervision of the Intake Officers than the Probation Officers at this time. She stated that rather than come in asking for a new Intake position, she is asking to change the Probation Officer to an Intake Officer. She added that the partial year impact would be \$524.57 and \$1,363.87 annually.

#### **Sheriffs Office – Jail – Dept. 67**

- a. Delete (1) Jail Deputy and add (1) Supervisor - Jail Nurse

Captain Chris Sparks stated that there is one doctor and 5 nurses on staff at the jail, and that a Supervisor - Registered Nurse would give them a supervisory position with a medical background, and that there is already a nurse on staff that is qualified to fill the position.

#### **2011 Salary Study**

- a. Salary Study Wage Adjustments

Human Resources Manager Barbara Ludwig explained the salary adjustment recommendations which were taken from the 2011 Salary Study. She stated that those employees who were 9% or more below market were included in the salary adjustment recommendation list. She added that the budget impact for 2012 would total \$13,804.47 and the impact for a full year will be \$35,891.62.

**b. Salary Adjustment Recommendations 2011 Salary Study**

<b>FUND</b>	<b>DEPT</b>	<b>JOB TITLE</b>	<b>CURRENT ANNUAL RATE</b>	<b>NEW ANNUAL RATE</b>
010	1	Grants Administrator	37,870.00	42,713.97
010	1	Administrator of Public Safety	59,226.00	62,239.68
010	5	Captain - Field Commander	48,661.00	50,958.01
010	19	Human Resources Manager	53,754.00	60,396.41
010	30	Director of Emergency Management	41,387.00	44,201.10
010	47	Fire Marshal	40,622.00	42,660.00
010	67	Jail Administrator - Captain	52,500.00	56,227.50
010	68	Director of Emergency Communications	40,208.00	42,740.73
260	50	Investigator - Public Defender's Office	30,139.00	31,616.02
			<u>404,367.00</u>	<u>433,753.42</u>
Impact on 2012 Budget W/Benefits			13,562.96	

Lengthy discussion was held on the salary adjustment and department reorganization requests and the effects on the budget.

**Sheriff's Office – CID – Dept. 05**

**a. Wage adjustments – CID**

Barbara Ludwig explained that there are four Investigators in the Sheriff's Department – CID whose salaries are out of line with the other positions, due to the fact that when the deputies were promoted directly from either Field or Jail Deputy positions directly to CID, they missed the step pay increases that they would have earned working up through the ranks.

**b. Delete (1) Field Corporal Position and add (1) Sergeant Position**

Chief Deputy Don Townsend explained that this would take away the Field Corporal position and add a Sergeant position in the Lake Marine Division, to provide more supervision over the lake division.

**Prosecuting Attorney – Dept. 21**

**a. Delete (1) Legal Secretary II – Add (1) Office Manager – Legal**

Prosecuting Attorney Van Stone explained that this change is needed to reflect the reality of the function of the office, and that this employee has developed special skills and knowledge that allows the Deputy Prosecutors to concentrate on other duties.

JP Allen stated that the options for the personnel position requests is to send the ranking sheet to the Committee of Thirteen as ranked, or start picking for funding, or reject them all.

JP Moore made motion to forward the Judges Department position requests to the July 13, 2012 Committee of Thirteen agenda, with the exception of Item 16, which is to add (1) GIS Coordinator.

Motion died for lack of second.

**Position Request – Ranking Sheet with “1” being the highest priority**

Fund	Dept	Request	Annual Budget Impact	TOTALS
020	44	Road Department Reorganization	(113,662.26)	1
010	49	Delete (1) Programmer and Add (1) Assistant Systems Administrator	(998.27)	2
010	20	Delete (1) Juvenile Probation Officer and add (1) Juvenile Intake Officer	1,363.87	3
010	67	Delete (1) Jail Deputy and add (a) Supervisor - Jail Nurses	25,653.46	4
Var	Var	2011 Salary Study Wage Adjustments	35,891.62	5
010	5	Wage Adjustments CID	7,797.25	6
010	21	Delete (1) Legal Secretary II and Add (1) Office Manager - Legal	2,379.52	7
010	35	Delete (1) part-time JDC Worker and Add (1) full-time JDC Worker	24,283.61	8
010	31	Delete (1) Part-time Planning Assistant and add (1) Full-time Planning Assistant	26,008.23	9
010	5	Delete (1) Corporal and Add (1) Sergeant	2,503.87	10
010	49	Delete (1) Computer Operations Assistant and Add (1) PC Support Specialist	3,543.47	11-Tie
010	68	Add (1) Public Safety Dispatcher II	44,437.57	11-Tie
010	23	Add (1) Building Janitor Supervisor	44,546.77	13
010	31	Delete (1) Senior Planner and Add (1) Planning Division Manager	5,189.37	14
010	21	Add (1) Legal Secretary I	39,753.93	15

010	49	Add (1) GIS Coordinator	77,336.49	16
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010	23	Starting Wage Adjustment for Facilities Maintenance and Construction Mgr.	3,896.43	Not Ranked
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JP Allen asked Richard McComas what the total budget impact would be for everything requested.

Richard McComas stated it would be approximately \$230,000 annually, with an impact of \$98,000 to \$100,000 for the remainder of 2012.

JP Jones made motion to approve and forward all of the Road Department reorganization requests, and the requests ranked numbers 1,2,3,4,7,10, the first position in number 11, and number 14 on the ranking sheet, to the July 13, 2012 Committee of Thirteen agenda, seconded by JP Douglas.

JP Douglas basically this is not adding any new positions or adding any hours from part-time to full-time.

Richard McComas repeated for clarification the ranking requests positions in the motion made by JP Jones to forward to the Committee of Thirteen:

- 1) Road Department Reorganization
- 2) Delete (1) Programmer and add (1) Assistant Systems Administrator
- 3) Delete (1) Juvenile Probation Officer and add (1) Juvenile Intake Officer
- 4) Delete (1) Jail Deportee and add (a) Supervisor – Jail Nurse
- 7) Delete (1) Legal Secretary II and add (1) Office Manager – Legal
- 10) Delete (1) Corporal and add (1) Sergeant
- 11) Dept. 49 - Delete (1) Computer Operations Assistant and add (1) PC Support Specialist
- 14) Dept. 31 – Delete (1) Senior Planner and add (1) Planning Division Manager

JP Allen listed everything that remained on the ranking sheet:

- 5) 2011 Salary Study Wage Adjustment
- 6) Wage Adjustments CID
- 8) Delete (1) part-time JDC Worker and add (1) full-time JDC worker
- 9) Delete (1) part-time Planning Assistant and add (1) full-time Planning Assistant
- 11) Add (1) Public Safety Dispatcher II
- 13) Add (1) Building Janitor Supervisor
- 15) Add (1) Legal Secretary
- 16) Add (1) GIS Coordinator

Richard McComas stated this also leaves out the starting wage adjustment for the Facilities Maintenance and Construction Manager, which was not ranked.

Motion passed by unanimous show hands vote.

JP Curry made motion to amend the motion to forward (Item 8 on the ranking sheet), Delete (1) Part-time JDC worker and add (1) Full-time JDC worker for approval to the July 10, 2012 Committee of Thirteen agenda, seconded by JP J. Harrison.

Motion passed by unanimous show of hands vote.

JP Jones made motion to forward (Item 9 on the ranking sheet), to Delete (1) Part-time Planning Assistant and add (1) Full-time Planning Assistant to the July 10, 2012 Committee of Thirteen agenda.

JP Allen stated that he wanted comment before the motion was seconded, and that this could take awhile, and that he did know if they wanted to discuss it, if you approve one position and might not approve another position, if they wanted to weigh what is remaining against the others, and then talk about them all before they make a decision, or if they want to do them one at a time. JP Jones withdrew his motion, and made motion for discussion of the remaining items.

JP Douglas suggested that they take the 2011 Salary Study Wage adjustments and the Wage Adjustments for CID and discuss them and get them out of the way, seconded by JP Jones.

JP Sandlin stated these were approved by the Personnel Committee.

JP Moore suggested funding the ones that were greater than a 10% variance; 1) Director of Emergency Communications; 2) Director of Emergency Management; 3) Fire Marshall; 4) Grants Administrator; and the graded positions Human Resource Manager and Administrator of Public Safety on the Professional Positions. He stated that he realized that they are not the least amount of money, but that it was also brought out that they were the ones that need to be adjusted now and then looked at again during budget time.

JP Douglas made motion to forward the 2011 Salary Study Wage Adjustments and Sheriff's Office - CID wage adjustments to the July 10, 2012 Committee of Thirteen agenda, seconded by JP Jones.

Richard McComas stated that those two items would result in an impact of \$17,000 to the 2012 Budget and approximately \$43,000 for an entire year.

Discussion was held on the impact that the wage adjustments would have on the budget.

JP Moore stated that no one has mentioned the 800-pound gorilla in the closet for next year, the Emergency Medical Services (EMS) problem. He stated we have no idea what kind of money that they are looking at.

Accounting Manager Sarah Daniels stated that there is still a \$6,000 savings in the budget.

Motion passed by unanimous show of hands vote.

JP Moore made motion to forward the starting wage adjustment for the Facilities Maintenance and Construction Manager position to the July 10, 2012 Committee of Thirteen agenda, seconded by JP Winscott for discussion purposes.

Discussion was held on the wage adjustment for the Facilities Maintenance and Construction Manager Position and the impact to the 2013 budget.

County Judge Bob Clinard stated that this will be a working supervisor that will be able to go out into the field, make decisions on change orders and things that need to be built. He stated that the Director of Construction, Facilities, and Maintenance cannot be at all locations, and that this job is not going to be as important when they get all of the construction and bigger projects finished, but they will continue having remodels, and add-ons.

Further discussion was held on the wage adjustment for the Facilities Maintenance and Construction Manager Position request.

Director of Construction, Facilities, and Maintenance John Sudduth stated currently there are 5.5 people on his janitorial staff who are taking care of 22 buildings and 100 bathrooms per day, with a total of 210,948 square feet. He stated this is a working manager's position, and that the reason that this position is open is that he is looking for someone with managerial expertise, or some construction and maintenance back ground, or with project management background. He added that he is looking for somebody with very specific qualifications; a master plumber, master mechanic, or master electrician, somebody that they can incorporate into the staff to save the county more money.

JP Moore stated if they don't fill the Facilities Maintenance and Construction Manager Position that they could take the money not spent and hire the Building Janitor Supervisor position and then perhaps increase the Director of Construction, Facilities and Maintenance salary.

JP Douglas made motion to table the previous motion to give the County Judge and Director of Construction, Facilities and Maintenance John Sudduth the opportunity to come back, seconded by JP J. Harrison

Yeas: Douglas, Jones, Winscott

Nay: Allen, J. Harrison, Curry, Moore

Motion to table failed.

JP J. Harrison made motion to approve and forward the addition of (1) Building Janitor Supervisor position to the July 10, 2012 Committee of Thirteen agenda, seconded by JP Moore.

Motion passed by unanimous show of hands vote.

JP Jones made motion to approve and forward deleting (1) Part-time Planning Assistant and adding (1) Full-time Planning Assistant to the July 10, 2012 Committee of Thirteen agenda, seconded by JP Allen.



JP Douglas stated that when the budget was passed last year, it had been just about break even, the county is down approximately \$750,000 in jail receipts, and that next year there will be reduced revenues due to Hiwassee annexing into the city of Gravette, and there is still the big 800-pound gorilla, the Emergency Medical Services (EMS) problem. He stated that he could not vote to add positions, given the forecast of where the county may be in the future.

JP Moore stated that he would prefer to look at this position for inclusion in the 2013 budget.

JP Sandlin stated that she did not have a problem with this position.

Yea: Allen, Jones

Nay: Winscott, J. Harrison, Douglas, Curry, Moore

Motion failed.

JP Moore made motion to approve and forward the addition of (1) Public Safety Dispatcher II to the July 10, 2012 Committee of Thirteen agenda, seconded by JP Curry.

Yea: Allen, J. Harrison, Jones, Curry, Moore

Nay: Winscott, Douglas

Motion passed.

Richard McComas stated that the annual impact to the budget to add (1) Legal Secretary I, would be an increase to the budget of \$39,753 and to add (1) GIS Coordinator would have an annual budget impact of \$77,336.49.

JP Allen stated since they do not have a motion for action to add (1) Legal Secretary I, and (1) GIS Coordinator, those two items would not be forwarded.

JP Moore stated that these will be looked at in the fall during budget discussions.

## **6. Fuel Analysis**

Sarah Daniels reported that the Road Department is at 68% of its budget, and the Sheriff/ Jail Department is at 48%. She added that average unleaded fuel costs have declined 8% to \$3.10 per gallon and that diesel has decreased 4% to \$3.21 per gallon. Sarah Daniels stated that to date, \$43,839 has been transferred back to the Road Department.

Richard McComas stated that hopefully in the next few months they will start seeing some savings in fuel since the West-Side Road Department is open.

## **7. Fund Summary**

Sarah Daniels reported on the Monthly Fund Summary report, stating that the General Fund is at 48% and the overall budget is at 46%.

## **8. Other Business**

County Judge Bob Clinard stated that the Juvenile Detention Center project is over budget by approximately \$5,000 but that there are other projects which are under budget, and that they are asking the court's approval to move money around in the construction budget to complete the project.

JP Allen asked for a show of hands vote to give the blessing to keep going ahead with the construction projects and adjustments can be made later if necessary.

Permission was granted for the judge to move forward with the project's costs by a unanimous show of hands vote.

JP Winscott announced that a Public Safety Committee meeting will be held July 16, 2012 at 6:00 p.m.

JP Allen announced that the next Finance Committee meeting will be held August 7, 2012 at 5:30 p.m.

Upon motion and second the meeting adjourned at 8:32 p.m.